

Training Booking & Refund Policy

Booking Conditions

- Course listings can only be secured with payment
- Payment must be made before the course commences
- Those that have not secured placement will not be admitted into the course
- Course materials will be sent out to participants after receipt of payment

Refund Conditions

- Once payment has been received the following conditions apply to cancellations and changes:
 - Course bookings are transferable to another participant within the same organisation to attend the event initially booked up to one day before the scheduled event (initial materials must be given to new participant)
 - Course bookings can be transferred to the next event in the closest location up to two days before the initially booked event
- **If less than two day's cancellation notice is provided and/or neither of the above options are suitable, the refund conditions below apply**
- Fees paid by a participant in respect of a set course shall be refunded in accordance to the following arrangements:

Refund Outline for cancelling a booking:

# Days Notice from Course Date	Refund	Fee Schedule	
		Better Soil Management	FERTCARE
>14 days	Course cost minus base fee (materials, P&H & base admin)	-\$130	-\$180
< 14 days	Course cost minus base fee (materials, P&H & base admin) & minus 10% administration fee	-\$130 + -10%	-\$180 + -10%
< 2 working days	Nil refund	Full Course Cost	Full Course Cost

- A refund of training fee is paid in respect to a course:
 - which has been cancelled by Back Paddock Company; or
 - where other exceptional circumstances exist, as approved by Back Paddock Company

Terms Used:

Booking– refers to a listing secured by payment

Notice– the clear communication of intention to not attend (email, fax or phone)

Enquiries & Bookings:
Gerard Fullerton
Ph: 0409 992 356
Fax: (07) 3821 3544
training@backpaddock.com.au

